

**COMMUNICATIONS, ENERGY
AND PAPERWORKERS
UNION OF CANADA**



**LOCAL 333
BY LAWS and POLICIES**

INDEX

PAGE

Statement Of Principles	1
Article 1 Name.....	3
Article 2 Objectives	3
Article 3 Jurisdiction & Headquarters	5
Article 4 Local Officers	6
Article 5 Nominations & Elections:	7
Local Officers/Executive Board Bargaining Units & Co-op Sector Delegates	
Article 6 Duties Of President/business Agent ...	11
Article 7 Meetings, Duties.....	12
And Procedures	
Article 8 Memberships, Initiation Fees	15
& Union Dues	
Article 9 Affiliations.....	16
Article 10 Convention Delegates.....	17
& Expense Allowances	
Article 11 Local Staff Benefits	18
Article 12 Charges, Trials And Appeals	20
Article 13 General Rules	20
Article 14 Duties Of	24
Local Executive Officers	
Article 15 Amendments To By Laws	27
National President Approval	28
Policy Index	30

STATEMENT OF PRINCIPLES

Working People Need Unions

We formed our union because we could not depend on employers to provide us with dignity, a measure of security and rising standards of living. And, over the years, we did make impressive gains. But our objectives remain far from fulfilled, and even our past gains are under attack, we need unions today as much as we ever did.

Democratic Unionism

Unions are voluntary organizations. We can only be effective if the membership knows the union truly belongs to them. This means a union, which reflects the goals of its membership, allows the membership full participation, and encourages workers to develop their own skills and understanding. Internal democracy also means we view each other as equals. Racial discrimination or sexual harassment violate our principles, undermine our solidarity and erode our strength. We not only oppose such responses but will actively work to overcome them.

Unions and a Democratic Society

In our society, private corporations control the workplace and set the framework for all employees. By way of this economic power, they influence the laws, policies, and ideas of society. Unions are central to our society being democratic because: Unions bring a measure of democracy to the place of work, which is so central to peoples' lives. Unions act as partial

counterweight to corporate power and the corporate agenda in society more generally. We believe that a Democratic Union is best expressed in a sovereign union headquartered in Canada. Our Union Local's history reflects the struggle for a sovereign labour movement in Canada.

Social Unionism

Our collective bargaining strength is based on our internal organization and mobilization, but it is also influenced by the more general climate around us: laws, policies, the economy, and social attitudes. Furthermore, our lives extend beyond collective bargaining and the workplace and we must concern ourselves with issues like housing, taxation, education, medical services, the environment, and the international economy. Social unionism means unionism, which is rooted in the workplace but understands the importance of participating in, and influencing, the general direction of society.

Building Tomorrow

Unions were born out of struggles to change the status quo. Our successes extended progress beyond unions themselves, and our struggles became part of a social movement for a more human society here and for peace and justice internationally. These struggles were first steps towards developing the confidence that change is possible and that our vision is not just a dream. We are proud of the leadership role we have played, aware of the difficulties continued progressive change will face, and com-

mitted to building the social solidarity that can take on this change.

ARTICLE 1 NAME

This Local Union shall be known as Local 333 (hereinafter referred to as the Local) of the Communications, Energy and Paperworkers Union of Canada.

This Local has been established and exists by virtue of a charter issued to it by the Communications, Energy and Paperworkers Union of Canada (hereinafter called the “National Union”) pursuant to the Constitution of the National Union.

ARTICLE 2 OBJECTIVES

THE OBJECTIVES OF THIS LOCAL SHALL BE:

- (A) To organize persons engaged within the jurisdiction of the National Union and assist in the organization of all working people.
- (B) To improve wages, hours of work, employment security, and to secure working conditions conducive to safety and good health and other conditions of employment through collective bargaining.
- (C) To promote their social, political, cultural, economic and recreational interests, and to en-

courage their participation in political activities and to urge the exercise of their responsibilities as citizens.

- (D) To strive for equality, regardless of race, creed, colour age, marital status, family status, ancestry, place of origin, ethnic origin, citizenship, language, religious beliefs, gender, sexual orientation, disability, records of offense or political affiliation.
- (E) To safeguard, protect and extend freedom, civil liberties, democracy and democratic trade unionism.
- (F) To participate actively in the political and legislative processes at all levels, with special regard to legislation affecting the welfare of the members and do all things reasonable and necessary to accelerate the adoption of laws which may be beneficial and to encourage defeat or cause the repeal of laws which may be detrimental to working people.
- (G) To aid and co-operate with other trade unions and other organizations whose purposes are in accord with the purposes of this Local, and to affiliate with organizations which meet our goals and to participate in such organizations.
- (H) To protect and strengthen this Local and the National Union and to keep it free from any and all corrupt and subversive influences.
- (I) To establish such committees as may be neces-

sary to implement the policies of the Local and the Union.

- (J) To encourage participation of all Local Officers and Stewards in appropriate training schools and programmes.
- (K) To process grievances in accordance with their responsibility and grievances shall remain property of the Local.
- (L) To respect picket lines of any Local of the Union engaged in a strike authorized and conducted in accordance with this Constitution, unless otherwise authorized by the striking Local or the National Executive Board of the Union.

ARTICLE 3 JURISDICTION and HEADQUARTERS

The jurisdiction of the Communications, Energy and Paperworkers Union of Canada, Local 333 shall include persons engaged in the communications, electrical, electronic, energy, atomic, petroleum, gas, coke, chemical, service, pharmaceutical, petrochemical, pulp, paper, forest products, glass, co-operative housing and all allied, related and similar industries in Canada, as well as any other fields of endeavour.

The headquarters and main office of this Local shall be in accordance to Policy # 13.

ARTICLE 4

LOCAL OFFICERS

The Officers of the Local shall be:

- President/Business Agent
- Vice-President(s)
- Treasurer/Financial Secretary
- Recording Secretary
- Guard
- Trustees (3).

Local Executive Board

- (1) The above named officers and Bargaining Unit Chairpersons elected by the membership of each Bargaining Unit and the elected representatives of Co-op housing Bargaining Units shall be known as the Local Executive Board and shall be responsible for the operation of the Local between General Membership Meetings.
- (2) Local Executive Officers who miss two (2) consecutive Officers' Meetings without just cause, may be removed from office by a majority decision at a General Membership Meeting.

Signing Officers

The signing officers for Local 333 will be the Treasurer/Financial Secretary, President/Business Agent, Vice-President and one (1) other delegated officer of the Local.

All cheques will be signed by two (2) of the above named officers.

ARTICLE 5

NOMINATIONS and ELECTIONS

Local Officers – By Rank

- a. President /Business Agent
- b. Vice-President
- c. Treasurer / Financial Secretary
- d. Recording Secretary
- e. Guard
- f. Trustees (3)

Eligibility:

No member shall be eligible for nomination or election, for any above Local Officers, unless he/she has been a member in good standing continuously for one year prior to the nomination meeting and after the ratification of a first collective agreement.

Nominations

In order to be eligible for election to the position of President/Business Agent the member must have been nominated by a minimum of four (4) members in good standing each from separate bargaining units.

All other positions the member must have a nominator and a seconder.

Term Of Office:

President/Business Agent

The term of office for President/Business Agent shall be for three (3) years and will be elected by

referendum of the membership of all Bargaining Units in the Local.

Nominations will be held at the General Membership Meeting in June every three (3) years.

Nominations for candidates for the following Officers of this Local shall be held at the General Membership Meeting in September every two (2) years

Vice-President
Treasurer/Financial Secretary
Recording Secretary
Guard
Trustees (3)

Candidates nominated for Union Office shall have their names, previous Union Office and place of employment posted on the bulletin boards of the various workplaces and such notices shall be posted at least two (2) weeks prior to the date of balloting.

Any Member who cannot attend the nomination meeting must submit in writing to the Executive Board their intentions to accept their nomination indicating for which office(s) no later than the September meeting.

All members in good standing may run for one (1) Officer Position only. (Subject to the eligibility provisions in these by-laws and or Local Policies.

Elections

Elections for the above named Officers will be held at the General Membership Meeting in November every two (2) years by a secret ballot vote.

Ballots will be counted at the November meeting and the successful candidates' names announced at the November meeting and subsequently posted on all bulletin boards.

THE CANDIDATE RECEIVING THE HIGHEST NUMBER OF VOTES WILL BE DECLARED ELECTED.

Should there be a tie in votes a run off election will be held between the tied candidates.

IN THE CASE OF TRUSTEES AND A TIE IN VOTES FOR THE LAST POSITION(S) A RUN OFF ELECTION WILL BE HELD BETWEEN THE TIED CANDIDATES.

The voting list shall be the latest check-off statement on file in the Local Union Office. The check-off list will be delivered with the ballot box.

The outgoing officers shall immediately turn over all papers, money, rights, titles, chattels, books, records, property and assets, belonging to the Local, to the President of the local.

Bargaining Units

Each Member Bargaining Unit shall elect its Chairperson, Stewards and other committees prior to January every second year and those elected shall fill their office as of January 1st.

However, if contract negotiations are in progress, the newly elected committee shall take office following the conclusion of negotiations.

Failing nomination of Stewards, the Bargaining Unit Chairperson will appoint Stewards as required. Failing nomination of Bargaining Unit Chairperson, the President/Business Agent will make the appointment.

Temporary Appointments

All temporary appointments shall be until the next meeting takes place for the purposes of conducting an election.

Negotiating Committee

The Chairperson in the respective Bargaining Units will automatically hold a seat on the Bargaining Committee as well as the President/Business Agent.

Additional Bargaining Committee Members will be elected by the bargaining unit membership from the remaining Officers and/or Stewards in the respective Bargaining Unit.

The President/Business Agent will assist the Bargaining Committee and will not have a vote at any ratification meeting of the individual Bargaining Units.

Co-op Sector Delegates

Representatives of the Co-op housing Bargaining Units will be elected by the Membership of those units according to the following formula:

- One (1) representative for each twenty-five (25) Members with a minimum of three (3) representatives.
- Elected Officers who are Members of a Co-op sector Bargaining Unit will serve as Co-op sector delegates.

ARTICLE 6 DUTIES OF PRESIDENT/BUSINESS AGENT

The President/Business Agent of the Local shall attend all meetings of the Local and its Executive Board. The President/Business Agent shall sign all authorizations for the withdrawal of the funds of the Local Union. Subject to the approval of the Local Union Executive Board, the President/Business Agent shall appoint and be an ex officio member of all Local Union Committees. The President/Business Agent shall enforce the National Constitution, Local Union by-laws and all Union Policies, rules and regulations.

The President/Business Agent shall act as fulcrum in all negotiations, to advise and assist in any way required, negotiating and shop committees on all matters pertinent to the well-being of the Local Union.

The President/Business Agent shall represent the Local Union on matters at councils, and in all day to day public and industrial relations with governments, educational authorities management councils and any or all groups concerned with good relations and the strengthening of the Trade Union Movement.

The President/Business Agent shall organize wherever possible and shall be empowered to call on any Local Union Member or Members to assist in practical ways with regard to organizing campaigns.

The President/Business Agent shall assist in grievances, and in any matter which concerns the well-being of the Local Union Members.

The President/Business Agent shall interpret these Bylaws and that interpretation shall be binding unless amended or reversed by the Local Executive Board.

In taking office, the President/Business Agent will be administered the oath of office prescribed for the President pursuant to the National Constitution.

For reason of absence due to illness, accident or approved leave in excess of fourteen (14) calendar days, the President/Business Agent will have his duties carried out by the Vice-President and Treasurer until his return.

ARTICLE 7 MEETINGS, DUTIES AND PROCEDURES

General Membership Meetings

General Membership meetings will be held in January, March, May, September and November or in any other manner as determined by the Executive Board.

Notices will be posted for a minimum of fifteen (15) days in advance of the meeting in all Bargaining Units so that the Members will be aware of the General Membership Meeting.

A special Membership Meeting may be called at the discretion of the Executive Board or Officers. Only the item (s) posted for discussion will form the agenda. Such a meeting will also be called at the request of 20% of the Bargaining Units.

Special Bargaining Unit meetings will be held at the request of 30% of the membership in a Bargaining Unit.

Executive Board Meetings

Executive Board Meetings will be held January, March, May, September and November prior to the General Membership Meeting or in any other manner designated by the Executive Board.

Motions:

All motions brought forward by an individual member must have a seconder.

The motion shall be forward to all Executive Board members.

The motion shall be debated and voted on at the next EBGMM.

Executive Officers Meetings

Executive Officers will meet on a monthly basis or in any other manner designated by the Executive Officers.

The President/Business Agent must attend all meetings called.

Bargaining Unit Meetings

Individual Bargaining Units will meet as often as required. Bargaining Unit meetings may be called at the discretion of the President/Business Agent and/or Bargaining Unit Chairperson. Notice of the Bargaining Unit Meeting will be posted by the Chairperson for a minimum of five (5) days in advance of the meeting.

Bargaining Unit Membership meetings may be grouped Geographically, Sectorally or in any other manner that may be determined to best service the membership but in any event will not preclude individual Bargaining Units the right to call membership meetings for the members of their own Bargaining Unit only.

The Chairperson will chair the Bargaining Unit Meeting and will ensure minutes are taken to be read out and approved at the next meeting.

It will be the responsibility of the Chairpersons to attend Executive Board Meetings and General Membership Meetings.

Each individual Bargaining Unit will make the decision whether to forward a grievance to arbitration which may be subject to a legal opinion from a lawyer or labour consultant.

The rules of order not specifically covered by these by-laws shall be in accordance with the CEP Constitution.

Due to shift scheduling a bargaining unit may hold more than one (1) session for its bargaining unit meeting.

Should a bargaining unit hold more than one (1) session as stated above a motion shall take place as follows:

- (a) Should a motion be brought forward at the first session it may be seconded at either the first or second session. There will be no voting at either meeting but may be debated.
- (b) Should a motion be brought forward at the second session it may be seconded at either the second session or the first session of the next bargaining unit meeting.
- (c) The motion shall then be in order for debate and voting at the next meeting.

ARTICLE 8 MEMBERSHIP, INITIATION FEES AND UNION DUES

- (1) New members are required to present themselves for initiation into full membership at a time and place designated for that purpose; which may be a Bargaining Unit Meeting or a General Membership Meeting.
- (2) Each and every member of this local shall pay Union Dues in the amount established by the Communications, Energy and Paperworkers

Union of Canada Constitution and Local 333
By Laws and or Policies.

- (3) New members of this Local as a result of organizing shall not be required to pay any initiation fees.
- (4) The National Union must approve all organizing campaigns.
- (5) The President/Business Agent must maintain full membership in Local 333.

ARTICLE 9 AFFILIATIONS

This Local will be affiliated to:

- Ontario Federation of Labour
- Ontario Primary Forest Council (OPFC),
- Ontario Federation of Labour Union Retirees (OFLUR)
- New Democratic Party (NDP)
- Metropolitan Toronto Labour Council (partial membership)
- Affiliation to the Labour Councils must be approved by the Local.

ARTICLE 10

CEP CONVENTION

DELEGATES TO THE CEP CONVENTION SHALL BE ELECTED AS FOLLOWS:

Should the Executive Board send one (1) delegate to the convention, the President/Business Agent will automatically attend.

When two (2) or more delegates are to attend the convention the additional delegates will be nominated and elected as follows:

Second Delegate:

To be nominated and elected from the membership by the membership

Third Delegate:

A local officer to be nominated and elected by the membership

Fourth Delegate:

To be nominated and elected from the membership by the membership

All remaining delegates will be in rotation between Local officers and Local members.

The number of delegates to attend conventions will be determined by the Local Executive Officers.

ELIGIBILITY

Officers

To be eligible as a delegate to the convention all Local Officers must have attended at least 50% of all

Officers, Executive Board and General Membership Meetings since their most recent election to office.

Executive Board Members

To be eligible as a delegate to the convention an Executive Board member must have attended at least 50% of Executive Board Meetings and General Membership Meetings held since their election to their office.

Members

To be eligible as a delegate to the convention a Member must have attended at least 50% of General Membership Meetings held since the previous Convention

No member shall be eligible to attend convention unless he/she has been a member at least one (1) year from the ratification of the bargaining unit's first collective agreement.

ARTICLE 11 LOCAL STAFF BENEFITS

- (1) The President/Business Agent salary shall be the equivalent to the highest negotiated rate paid in any Bargaining Unit covered by the Local's jurisdiction based on a forty eight (48) hour week. In case of illness salary will continue until eligible for Long Term Disability.
- (2) Administrative Assistant
The Executive Board will determine wages to be paid and hours to be worked.

The Executive Board will determine wages to be paid and hours to be worked for all other employees.

- (3) Local staff will be covered by the Communications, Energy and Paperworkers Union of Canada health, welfare, and insurance plans (except pension plan) the cost of which will be borne by the Local and premiums remitted to the National Union.

Pension coverage, including costs, will be included in an agreement letter signed by the Local and the President/Business Agent.

The Local shall also provide any benefits that are uninsured or self administered.

- (4) The President/Business Agent will be entitled to the amount of vacation time with pay as they would have had they remained in their respective Bargaining Unit.

The Local shall have the exclusive right to amend Article 11 should there be a newly elected President/Business Agent and or newly hired Administrative Assistant.

In the case of a newly elected President/Business Agent the parties shall meet as soon as practicable after the election and the terms shall be agreed to prior to January 1st of the following year.

ARTICLE 12

CHARGES, TRIALS AND APPEALS

Any charges, trials or appeals will be conducted in accordance with the Communications, Energy and Paperworkers Union Constitution.

ARTICLE 13

GENERAL RULES

(1) Quorums

OFFICERS MEETINGS

A quorum for the purpose of transacting any business by the Local during Executive Officers Meeting shall consist of not less than four (4) Officers.

EXECUTIVE BOARD MEETINGS

A quorum for the purpose of transacting any business by the Local during Executive Board Meeting shall consist of not less than fifty percent (50%) of the Executive Board Members or thirteen (13) whichever is less.

No action of any meeting shall be invalid for lack of a quorum unless the question of lack of a quorum was raised before such action was taken.

GENERAL MEMBERSHIP MEETINGS

Twenty (20) members in good standing with this Local will constitute a quorum at all General Membership Meetings.

No action of any meeting shall be invalid for lack of a quorum unless the question of lack of a quorum was raised before such action was taken.

BARGAINING UNIT MEETINGS

Ten (10) members in good standing or fifty per cent (50%) of the total Bargaining Unit membership whichever the lesser will constitute a quorum for Bargaining Unit Meetings.

No action of any meeting shall be invalid for lack of a quorum unless the question of lack of a quorum was raised before such action was taken.

- (2) No motion to dissolve or divide this Local shall be in order as long as seven members are in favour to continue the same.
- (3) No member shall speak more than five (5) minutes on any motion and shall not speak a second time while there are members requesting the floor who have not spoken to the motion under debate.
- (4) The President/Business Agent, Vice President and Treasurer will be bonded by a reliable Surety Company which has been approved by the Local, if bonding coverage required extends that provided by the National Union.
- (5) The Local Executive Board will not divert more than five hundred dollars (\$500.00) to CEP appeals or two hundred dollars (\$200.00)

to other organizations on strike/locked out in any one month.

- (6) The President/Business Agent will be a member of all negotiating committees and shall assist the Bargaining Unit Committees in settling grievances.
- (7) Any member or members attending or taking part in a meeting not called or approved by this Local where matters of a subversive nature to this Local are discussed, shall be subject to investigation.
- (8) No bills or accounts shall be charged to this Local except with the approval of the Executive Board unless otherwise provided for in these bylaws.
- (9) Any member using obscene language during his or her remarks shall be ruled out of order forthwith.

(10) **ELECTIONS**

All elected positions require both a nominator and a seconder.

Upon completion of the nominations those nominated shall either accept or decline their nomination.

Each nominator will then be entitled to introduce their candidate with a speech to a maximum of five (5) minutes.

The speeches will be in the same order as were the nominations.

Upon completion of the Nominator's' speeches the accepted Candidates will be entitled to speak to a maximum of five (5) minutes.

The speeches will be in the same order as the nominator's speeches.

(11) **PICKETING**

Every member shall perform picketing duties as assigned by the Local Executive Officers or a Committee acting on behalf of the Local Officers. It is a violation of the By-Laws to fail, without a valid reason acceptable to the Local, to perform picketing duties. Any committee acting on behalf of the local officers shall be appointed by the president/business agent

(12) **OATH OF MEMBERSHIP**

New members shall not be in good standing until the following oath of membership has been given. This means that there are no voting privileges within the local or bargaining unit.

All eligible members, before being admitted to full membership, shall subscribe to the following obligation:

“I, (name of individual), pledge my honour to faithfully observe the Constitution and laws of this Union; to comply with all the rules and regulations for the government thereof; not to divulge or make known any private proceedings of this Union; to faithfully perform all the duties assigned to me; that I will not wrong a

member, or see him or her wronged, if in my power to prevent; to so conduct myself at all times as not to bring reproach upon my Union, and at all times to bear true and faithful allegiance to the Communications, Energy and Paperworkers Union of Canada”.

The local membership present: “Your pledge will be remembered”.

The above obligation of membership may be administered by a Local Officer or an officer or representative of the National Union or in the absence of the above the Bargaining Unit Chairperson to any person applying for membership in the CEP.

ARTICLE 14 DUTIES OF LOCAL EXECUTIVE OFFICERS

Vice-President

It shall be the duty of the Vice-President to attend and preside at all Executive Board and General Membership Meetings and Executive Officers Meetings. The Vice-President will assist the President/Business Agent in the performance of his duties and will enforce the National Constitution, Local 333 By-laws and all other Union Policies, rules and regulations.

Treasurer

It shall be the duty of the Treasurer to attend all Ex-

ecutive Board General Membership Meetings and Officers Meetings.

Establish investment policies for local funds which will be subject to the approval of the Executive Board.

The Treasurer will monitor the cash flow and submit a detailed financial statement and report financial activities to the Executive Board and General Membership Meetings.

Prepare an annual budget for presentation to the Executive Board for approval.

The Treasurer will also assume the duties of the Financial Secretary keeping an accurate monthly record of the total number of members, paying members and non paying members and will submit these reports to the National Union. This report will also be announced at Executive Board and General Membership Meetings.

Recording Secretary

It shall be the duty of the Recording Secretary to attend all Executive Board Meetings, Officers Meetings and General Membership Meetings of the Local Union and keep precise and accurate minutes of proceedings.

These minutes will be forward to the Local Union Office for distribution.

Guard

The Guard shall attend all Executive Board and General Membership meetings and Officers Meetings. He shall act as warden of the door, admitting no one who is not a member, without the permission of the governing body. He shall escort all visitors to the rostrum and introduce them to the Chairperson and in general to assist the President/Business Agent to keep order.

Trustees

It shall be the duty of Trustees to attend all Executive Board and General Membership meetings and Officers Meetings. The Trustees shall audit the books and records of the Local Union at least every three (3) months and shall submit a written report on each audit to the Local Union at the Executive Board Meetings. Copies of said reports will then be forwarded to the National Secretary Treasurer.

- A) Review all the Local's financial records carefully.
- B) Check that all information is accurate.
- C) Check all Local's assets.
- D) Ensure compliance with Executive Board decisions.
- E) Ensure compliance with Local bylaws.
- F) Complete the Trustee's Report.
- G) Sign the report with fellow trustees and the local president.

- H) Send copy of the trustees' report with bank statements, to the National Union.
- I) Report to the Executive Board and General Membership Meeting.

ARTICLE 15

AMENDMENTS TO BY LAWS

To amend these By Laws requires a Notice of Motion by ten (10) members from a minimum of four (4) Bargaining Units in good standing with the local. The Notice of Motion shall then be presented to the By Laws Committee who will make recommendations at the General Membership Meeting or should there not be a quorum, the Executive Board Meeting.

It shall then be returned to the table to become the first item under Unfinished Business at the Next General Membership Meeting, at which time it shall be read out, debated and voted upon by the members in attendance. Should there be no quorum the Executive Board's recommendations will stand.

To be accepted it must have a majority of the total votes cast, and shall then become operative upon the approval by the National President. If it is defeated, it shall close the issue.

Any By Law amendment whose content can be construed as affecting the autonomy of one or any of the several Bargaining Units which constitute this Local 333 can only be proclaimed as a By Law by conducting a referendum vote on the proposed amendment.

APPROVED BY JAMES M. BUCHANAN
NATIONAL PRESIDENT
November 27, 1987

AMENDED March 26th And 27th, 1988

APPROVED BY JAMES M. BUCHANAN
NATIONAL PRESIDENT
July 19, 1988

AMENDED November 4, 1989

APPROVED BY DONALD HOLDER
NATIONAL PRESIDENT
December 8, 1989

AMENDED June 5, 1993

APPROVED BY DONALD HOLDER
NATIONAL PRESIDENT
June 14, 1993

AMENDED September 4, 1997

APPROVED BY FRED POMEROY
NATIONAL PRESIDENT

AMENDED June 23, 2001

APPROVED BY BRIAN PAYNE
NATIONAL PRESIDENT
September 12, 2001

AMENDED September 16, 2006

APPROVED BY DAVID COLES
NATIONAL PRESIDENT
May 14, 2007

**COMMUNICATIONS, ENERGY
AND PAPERWORKERS
UNION OF CANADA**



**LOCAL 333
POLICIES**

INDEX

	PAGE
Policy 1	Lost Wages, Per Diems, Expenses..... 31
Policy 2	Vehicles..... 32
Policy 3	Honorariums 33
Policy 4	Travel Allowance 34
Policy 5	Source Deductions..... 34
Policy 6	Initiation Fee..... 34
Policy 7	Union Dues 35
Policy 8	Smoking..... 36
Policy 9	Anti-Harassment..... 36
Policy 10	Executive Officers 38
Policy 11	Collective Agreements..... 38
Policy 12	Political Action 38
Policy 13	Headquarters..... 38
Policy 14	Lifetime Memberships..... 39
Policy 15	Retirement 39
Policy 16	Supervisory/Managerial Positions Temporary Management Positions 39

POLICY 1 LOST WAGES, PER DIEMS, EXPENSES

Lost Wages

The Local shall pay all lost wages while a member is on official Union Business. Lost wages shall be defined as the applicable rate of pay for the member's regular scheduled shift including shift premium if applicable.

No lost wages will be paid unless approved by either the Local Bylaws and/or the Local President/Business Agent. And in some cases the decision will be made by the Local Officers.

Per Diems

Per Diems shall be paid by the Local to a member(s) on official Union Business.

A Per Diem of \$10.00 shall be paid for the following:

All Union Business to be less than a very long day.

A Per Diem of \$20.00 shall be paid for the following:

All other Union Business that requires a very long day.

When traveling in excess of 200 kilometres round trip

In order to qualify for the Per Diem the entire day's session must be attended.

A Per Diem of \$30.00 shall be paid for the following:

Conventions, Conferences, Seminars, Negotiations, Arbitrations and Hearings.

In order to qualify for the Per Diem the entire day's session must be attended.

Delegates of this Local attending official Union Business that is held at locations where lodging expenses are approved by the Local will receive a per diem as per the CEP Constitution and Policy.

There may be times when per diems are replaced with meals.

No Per Diem will be paid unless approved by either the Local Bylaws or the Local President/Business Agent. And in some cases the decision will be made by the Local Officers.

Expenses

Delegates of this Local attending official Union Business that are held at locations where lodging expenses are incurred will receive. Travel and registration costs and standard hotel accommodations shall be paid for by the Local.

POLICY 2 VEHICLES

The Local will pay the cost of a leased vehicle to a maximum monthly payment equal to what is provided in the CEP Automobile Policy.

POLICY 3 HONORARIUMS

Executive Board Member

Executive Board Members (except Business Agent) who have held the position for more than six (6) months during the applicable year will receive a yearly honorarium as follows:

Vice-President	– \$ 250.00
Treasurer/ Financial Secretary	– \$ 50.00 per month
Recording Secretary	– \$ 50.00 per month
Trustees	– \$ 200.00
Guard	– \$ 200.00
Chairpersons	– \$ 200.00

Where no lost wages are incurred, for attending the:

- 1) Executive Board Meeting, must attend entire meeting, an extra \$25.00 will be received.
- 2) Executive Officers Meeting, must attend entire meeting, an extra \$10.00 will be received.

Attendance at all meetings will be closely and accurately monitored by the Recording Secretary and/or Guard.

Stewards

Stewards who have held the position for more than six (6) months during the applicable year will receive a yearly honorarium of seventy-five dollars (\$75.00). All Chairpersons which do not hold an Executive Board position will also receive seventy-five dollars (\$75.00).

Other Members of the Local may receive an honorarium as decided by the Officers on a yearly basis.

Any disputes will ultimately be decided by the Officers of Local 333.

**Executive Board Meeting
June 23, 2001**

**POLICY 4
TRAVEL ALLOWANCE**

Any Member of Local 333 will receive a mileage allowance of thirty-six cents (\$0.36) per kilometre for attending to Union Business when approved by the President/ Business Agent.

**Executive Board Meeting
September 16, 2006**

**POLICY 5
SOURCE DEDUCTIONS**

Any lost wages paid by Local 333 shall not have Income Tax deducted at source.

The responsibility will rest upon the individual to report monies paid by the Local to Revenue Canada.

**POLICY 6
INITIATION FEE**

All new members shall pay an initiation fee of twenty dollars (\$20.00).

POLICY 7 UNION DUES

Each and every member of this Local shall pay Union Dues to the National Union in the amount as per the CEP Constitution.

Each and every member of this Local shall pay Union Dues to the Local Union in the amount as established by Local 333.

Gross earnings shall include wages, cost of living payments, statutory holiday pay, vacation pay, and shall not include overtime, shift premiums, bonuses, or incentive pay.

For clarification retroactive earnings due to collective bargaining and earnings received due to an arbitration proceeding and or settlement shall have union dues deducted.

The Local at the request of an individual Bargaining Unit shall cause the employer to deduct an amount established by the individual Bargaining Unit in addition to the Local and or National union dues as stated above.

The Local shall collect the above additional union dues from the employer and maintain an interest bearing account on behalf of the Bargaining Unit.

The Bargaining Unit shall only use the aforementioned funds for purposes such as, Christmas parties, the purchase of CEP hats, shirts, jackets etc. and additional strike assistance.

The Local shall forward a reconciliation of the funds to the Bargaining Unit monthly.

**Executive Board &
General Membership Meeting
September 16, 2006**

POLICY 8 SMOKING

All meetings, conferences, conventions or other meetings officially sanctioned and called by Local 333 shall be non-smoking.

**Executive Board Meeting
September 27, 1997**

POLICY 9 ANTI-HARASSMENT POLICY

This policy will be read at all CEP Local 333 Membership Meetings, Executive Board Meetings and Educationals.

ANTI-HARASSMENT STATEMENT *(To be read aloud at the start of all CEP-sponsored events.)*

The Communications, Energy and Paperworkers Union of Canada believes that every individual has the right to dignity, respect and fair treatment within the Union and the workplace.

That's why CEP has an anti-harassment policy.

The police calls on us to inform people at the start of every Union function that we want to keep the session harassment-free. If we want to get rid of the problem of harassment in our workplaces and in society at large, we must first set an example right here in the Union.

Harassment is not a joke. It creates feelings of unease, humiliation and discomfort. And it can take a number of forms: sexual, racial or personal. Harassment is any form of behaviour that is threatening or offensive to the person to whom it is being addressed.

We have set up the same procedures to respond to alleged cases of harassment here, at this Union event, as we would at any other CEP function.

Complaints of harassment will be taken seriously and will be investigated immediately. The designated representative(s) for this function is (are)

_____.

The representative will make a speedy, confidential and thorough investigation of the incident and will attempt to resolve the issue.

If the complaint is found to be justified, action will be taken against the harasser and a written report will be made to the appropriate officer. Action could include, but not limited to, apology, reprimand and possible expulsion from this union event.

Thank you.

POLICY 10

EXECUTIVE OFFICERS

Each Bargaining Unit shall be entitled to hold a maximum of two (2) Executive Office positions.

APPROVED

Executive Board Meeting

September 18, 1999

POLICY 11

COLLECTIVE AGREEMENTS

All collective agreements before being signed shall be referred to the Bargaining Unit members concerned for ratification at a special meeting called for that purpose.

POLICY 12

POLITICAL ACTION

Local to have a Political Action Chairperson which duties shall be determined by Local 333 Officers.

Executive Board Meeting

June 23, 2001

POLICY 13

HEADQUARTERS

The headquarters and main office of this Local shall be Suite 207, 61 International Blvd., Rexdale, Ontario M9W 6K4.

Executive Board Meeting

June 23, 2001

POLICY 14 LIFETIME MEMBERSHIPS

Lifetime Membership Cards shall be issued in accordance with the rules of our National Union.

POLICY 15 RETIREMENT

When the Local Office has been informed by the Bargaining Unit Chairperson that a member is about to retire the Local will honour the member with a CEP watch and an Honorary Membership Card.

The Local will also pay the affiliation fees to the Ontario Federation of Labour Union Retirees (OFLUR).

**Executive Board &
General Membership Meeting
September 16, 2006**

POLICY 16 SUPERVISORY/MANAGERIAL POSITIONS

Any member applying for a managerial position in their workplace must immediately resign all Union held positions.

Temporary Management Positions

Any member accepting a temporary management position in their workplace will not engage in any

action that may bring harm to any member of this Local.

In the event that this should occur the Bargaining Unit shall decide what appropriate action shall be taken against the offender. Any such action must be in compliance with the CEP Constitution and Local By-Laws.

NOTES

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